

## USING THE MAC CART

*Note: Position the cart to be near a network drop and two power outlets. It is preferable to plug the cart directly into the wall rather than a power strip.*

### Managing the Cart – You must follow these steps in this order

1. Step one: Plug the blue network wire into the network drop.
2. Step two: Plug the network access power cord into a power outlet.
3. Step three: Be sure the power switch for the cart is turned **OFF**. Plug the cart power cord into a power outlet. Turn the power switch to the cart **ON**.
4. Step four: Turn the power to the printer **ON**.
5. Step five: Open combination lock. After entering the correct combination, you must push the lock up to open it. (Be sure students do not see the combination—move the numbers around when you remove it). Lift the handle on the right hand door to open.

### Distributing the Laptops

1. Laptops are numbered in slots. **Assign students specific laptops to use every time. Ex. Susie #1**
2. The power cords are attached magnetically. Students should carefully remove magnetic charger and remove computer.

### Turning the Computers on

1. The computers should remain on at all times, so they will most likely be on. Before you open the computer, check to see if the “on” indicator light to the right of the latch is visible.
2. If the indicator light is “on” and the screen is black, briefly hold the on/off button down. **DO NOT HOLD THE <ON> BUTTON DOWN FOR ANY PERIOD OF TIME IF THE COMPUTER IS ALREADY ON!** It will hang the computer up and make it very difficult to logon later—in fact you may have to pop-out the battery.
3. Just open computer—there is no latch.

### Logging on and Saving

1. The student should just prompted to enter a login and password. After logging on, a screen will ask “Do you want to create a portable home directory?” Click <Not Now>. Click <Login>.
2. Network issues: The boot time for the access point can be 4-5 minutes. Please wait for the green dot before logging in. After students successfully log in, they should check to be sure their blue folder is visible. Sometimes, the students are accessing the public network rather than the UMSD network.
3. If the computer will not connect to the Internet, check the network accounts in the gray bar at the top to be sure the computer is on the UMSD network. There is a password to join the network. As a technician for the password. Also, the student may just need to log off and log on again. If none of this works, someone with an administrative password must log in and fix the problem.
4. Power Indicator: Underneath the computer there is a white circle with 5 dots below it. Press on the white circle. The dots will light up indicating the battery strength.
5. Be careful not to lower the screen too low. This puts the computer into a deep sleep—you may loose your connection to the network and your network folder.
6. Users must save all documents to the desktop and drag them into their blue network folder. This blue folder is their H drive network account.

### Printing

1. The printer on the cart is HS LIBB.
2. Please have the students print double-sided. In the Print window, in the Copies and Pages drop down menu, choose Layout. Click in the Long-edged binding radio button.

### Putting the Computers Away

1. After the student finishes for the period, he/she needs to **log out** by clicking on the blue apple in the top left hand corner.
2. Make sure that students do not close the computers until the log in screen reappears. If they close the computers while the screen is still blue, the next student will not be able to log on!
3. Let the computer sit on the desk for a minimum of 15 seconds until the hard drive stops spinning.
4. Put the computer back in the cart in the correct number location with the number facing out. Reattach the magnetic charger.
5. Be sure **all** computers are back in the cart before students leave the room!
6. Close the cart and reattach the combo lock.

## Quick Reference Guide

### **Powering Up - Follow steps in order!**

- Step 1: Plug the blue network wire into the network drop.
  - Step 2: Plug the network access power cord into a power outlet.
  - Step 3: Be sure the power switch for the cart is turned **OFF**.
  - Step 4: Plug in cart power cord. Turn **ON** the cart power.
  - Step 5: Turn **ON** the printer power.
  - Step 6: Open combination lock.
- Spot check to be sure computers are all present and accounted for.*

### **Powering Down - Follow steps in order!**

- Make sure all of the computers are in their slots and plugged in before students exit the classroom.*
- Step 1: Lock the cart.
  - Step 2: Turn **OFF** printer power
  - Step 3: Turn **OFF** cart power.
  - Step 4: Unplug the computer power.
  - Step 5: Unplug the network access power cord.
  - Step 6: Unplug the blue network wire.